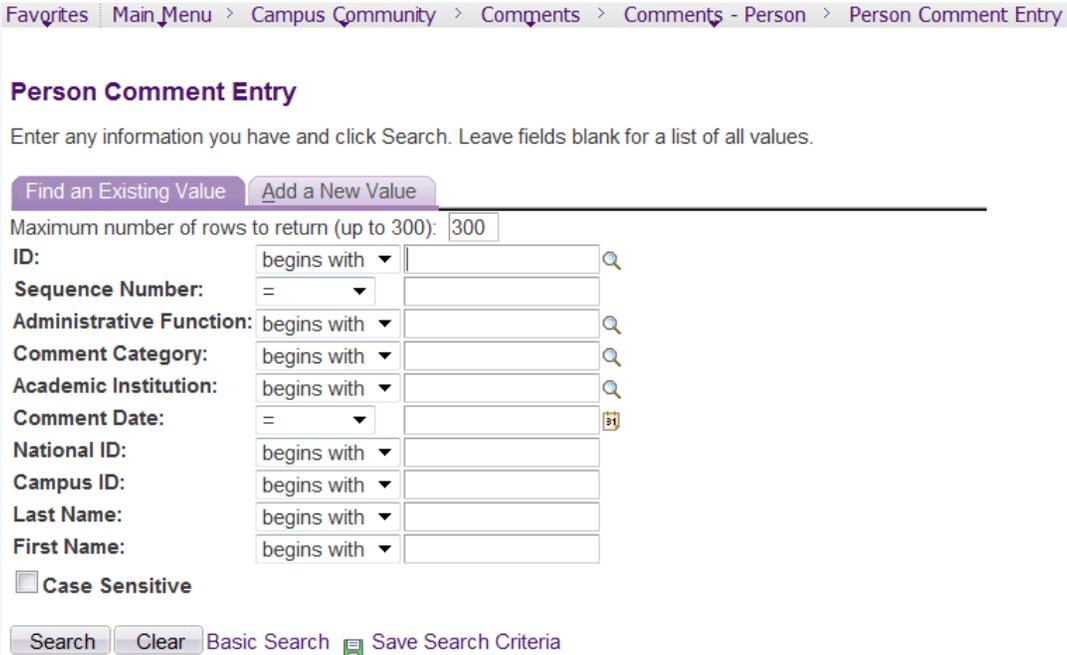


Entering Comments for an Individual

Purpose: Campus Community is used to enter and track comments about individuals. Follow internal processes for confidentiality requirements. The following table describes how to enter a comment for an individual.

| Step | Action |
|------|--|
| 1. | <p>Navigate to the Person Comment Entry page: Main Menu > Campus Community > Comments > Comments-Person > Person Comment Entry</p>  <p>The screenshot shows the breadcrumb navigation: Favorites Main Menu > Campus Community > Comments > Comments - Person > Person Comment Entry. Below the title 'Person Comment Entry', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Two tabs are visible: 'Find an Existing Value' and 'Add a New Value'. A search criteria form includes a text input for 'Maximum number of rows to return (up to 300):' with '300' entered. Below this are several search criteria fields, each with a dropdown menu set to 'begins with' and a search icon: ID, Sequence Number, Administrative Function, Comment Category, Academic Institution, Comment Date, National ID, Campus ID, Last Name, and First Name. A 'Case Sensitive' checkbox is present and unchecked. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p> |
| 2. | <p>Click the Add a New Value tab.</p>  <p>The screenshot shows the 'Person Comment Entry' page with the 'Add a New Value' tab selected. The 'Find an Existing Value' tab is now disabled. The search criteria form is partially visible, showing the 'ID:' field with a search icon and an 'Add' button below it.</p> |
| 3. | <p>Enter the ID for the individual for whom you are entering the comment. <i>Note:</i> This is the <i>Empl ID</i>.</p> |

| Step | Action |
|------|---|
| 4. | <p>Click the Add button.</p> <p>Result: The Person Comment Entry page displays.</p> <p>Person Comment Entry</p> <p>Luke Skywalker ID: TR0001</p> <p>Comment DateTime: 11/01/2010 2:07:29PM</p> <p>*Administrative <input type="text"/> </p> <p>Function:</p> <p>*Academic Institution: University of Northern Iowa </p> <p>*Comment Category: <input type="text"/> Variable Data</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comment Data</p> <p>Comment ID: <input type="text" value="260560"/> Saul, Rachel Marie</p> <p>Department: <input type="text"/> </p> <p>Comment Date: <input type="text" value="11/01/2010"/></p> <p>Comments <input style="width: 100%;" type="text"/></p> <p>Append Comments: <input style="width: 100%;" type="text"/></p> </div> <p style="text-align: center;"> Save Notify Add Update/Display </p> |
| 5. | <p>Complete the following:</p> <ul style="list-style-type: none"> Administrative Function – Select the appropriate function (Example: For Financial Aid, select FINA – Financial Aid) Academic Institution – University of Northern Iowa Comment Category – Select the appropriate category Variable Data – Click the Variable Data button to view or enter information (For this example, select the Aid Year) NOTE: The student must be aid-year activated in order for values to display in the Aid Year field. Comment ID – Displays the Empl ID for the person entering the comment Department – Enter or select the Department of the person entering the comment Comment Date – Default is today’s date. Update as appropriate. Comments – Enter appropriate comment. |
| 6. | <p>Click the Save button.</p> <p> Save</p> <p>Note: To add another comment, click the Add button. Add</p> |

Comment Categories

| Comment Category | Description |
|------------------|----------------------------|
| FEMGLN | FA Emergency Loans |
| FGEN | Financial Aid General |
| FLOANS | Financial Aid Loans |
| FSAP | FA Academic Progress |
| FSCHLR | Financial Aid Scholarships |
| FUNCRC | FA Unusual Circumstances |